

**TEMPORARY EMPLOYMENT (1 to 3 year period)**

**AFRICAN LANGUAGES/ENGLISH TRANSLATOR, FSN-7; FP-7**

**ANNOUNCEMENT NUMBER: 04-077 (A)**

**OPEN TO:** Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.

**POSITION:** African Languages/English Translator, FSN-7; FP-7

**LOCATION:** Pretoria, FBIS

**OPENING DATE:** October 6, 2004

**CLOSING DATE:** October 20, 2004

**WORK HOURS:** Temporary Employment: 40 hours/week

**SALARY:** Position Grade: FSN-7; FP-7  
Ordinarily Resident: R 121,558 per annum, plus benefits

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT IS NOT FULLY QUALIFIED, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. CVs MUST ADDRESS ALL REQUIREMENTS FOR THE POSITION OR THEY WILL NOT BE CONSIDERED. ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED.

The U.S. Embassy in Pretoria is seeking an individual for the position of **Translator** at the Foreign Broadcast Information Service (FBIS) office.

**BASIC FUNCTION OF POSITION**

This is a full-time position located at the Foreign Broadcast Information Service (FBIS) office in Pretoria, South Africa. FBIS is an office of the US Embassy, South Africa. The primary function of this position is to monitor regional print and electronic media and the Internet for the purpose of selecting and translating political, economic, and other material. Work is performed in a fast-paced team environment, often under pressure of short deadlines. This position requires multiple-year development in order to reach a full-performance level.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Salome Tlhaabye at (012) 431-4000 X4371.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

- South African citizenship or permanent resident status
- Preferably a university-level degree in English. Linguistics, Political Science, History, Journalism, or Economics also acceptable.
- Fluency in one of the following languages: Shona, Ndebele, Zulu, Xhosa
- Ability to accurately and expeditiously translate audio, print, and Internet news reports from indigenous African languages into clear, idiomatic English
- Ability to both understand and communicate well in written as well as spoken English
- Willingness to work evenings, some weekends, irregular hours
- Previous translation experience
- Excellent organizational skills and the ability to handle simultaneously a wide range of constantly changing tasks, often under the pressure of short deadlines
- Effective task and time management skills
- Ability to work independently
- Ability to work well in a team environment and with people from a variety of backgrounds
- Knowledge of and interest in current political/economic events in the region and the world
- Basic ability to operate computers, navigate the Internet, and use Microsoft Word software; familiarity with Excel, Adobe Acrobat, WindowsXP, Real Player and Photo Editor helpful

## **SELECTION PROCESS**

It is essential that all candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

## **TO APPLY**

Interested candidates for this position should submit the following:

1. OF-174 or current resume addressing all requirements.
2. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

**Attention:** Human Resources  
P O Box 9536  
PRETORIA  
0001

## **POINT OF CONTACT**

Salome Tlhaabye  
Telephone: (012) 431-4000 X4371  
Fax: (012) 431-4012 or e-mail to [HR-Recruitment@state.gov](mailto:HR-Recruitment@state.gov)

## **DEFINITIONS**

1. Appointment Eligible Family Member (EFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

Any misrepresentation on the application submitted will be grounds for the application being rejected and may be grounds for dismissal after hiring.

**CLOSING DATE FOR THIS POSITION:** October 20, 2004

Approved: ADMIN:E.Hinson  
HRO:M.Sterenber  
Cleared: FBIS:S.Alexander  
HRMS:L.Jordaan

**DRAFTED:**STlhaabye